



## **Terms of Reference for audio-visual documentation for audio-Visual Documentation for the Eco-Friendly, Inclusive Housing and Livelihoods Project in Soroti District**

### **1. Introduction and Rationale**

Habitat for Humanity Uganda (Habitat Uganda), affiliated with Habitat for Humanity International (HFHI), is a global Christian-based non-profit organization operating in more than 70 countries. Since its establishment in Uganda in 1982, Habitat Uganda has worked with families, communities, and institutions to promote affordable housing, strengthen community systems, and influence housing-related policies.

Over the years, Habitat Uganda has built, rehabilitated, and improved more than 40,000 homes, providing decent shelter for over 240,000 families. The organization has also supported over 6,000 young people to acquire vocational skills, and improved access to safe water, hygiene, and sanitation for more than 1.5 million people.

Habitat Uganda's 2022–2027 Strategy aligns with Uganda's Vision 2040, the National Development Plan IV, the Sustainable Development Goals, and the National Housing Policy (2020). The strategy focuses on strengthening habitability, affordability, access to basic services, and security of tenure. Habitat Uganda achieves this through collaboration with families, volunteers, public and private partners, civil society, and government institutions.

### **2. About the Project**

The Eco-Friendly, Inclusive Housing and Livelihoods (EFI-HL) for Disabled Families in Soroti District Project aims to enhance community resilience to climate change by improving the living conditions and livelihoods of vulnerable households with persons with disabilities in Tubur Sub County.

The project supports families with eco-friendly housing units, inclusive sanitation facilities, energy-efficient cooking stoves, and climate-smart livelihood trainings and inputs such as agro-ecological farming and kitchen gardens. The project promotes environmental sustainability, healthier living, social inclusion, and improved household resilience.

### **3. Purpose of the Assignment**

Habitat for Humanity Uganda seeks the services of an experienced and independent media company to produce high-quality audio-visual documentation showcasing the impact of the EFI-HL project. The documentation will be used for visibility, reporting, advocacy, and stakeholder engagement.

### **4. Scope of Work**

The media company will:

#### **4.1 Field Documentation**

Document at least **three (3) families** who have benefited from:

- New eco-friendly houses and improved sanitation facilities and solar system.
- Energy-efficient (eco-friendly) cooking stoves.

- Kitchen gardens and climate-smart agro inputs impacting household nutrition and/or income.

#### 4.2 Required Interviews

The firm will conduct and record interviews with:

- One beneficiary family describing transformation after receiving a new house with solar system and latrine (including emotive before-and-after experiences).
- One family using eco-friendly cook stoves, focusing on benefits, safety, and cost-savings.
- One household demonstrating improvements from agro inputs and kitchen gardens.
- One community resource person (CRP).
- The **LC III Chairperson**, Tubur Sub County
- The **Community Development Officer (CDO)** on community-level transformation.
- The **National Director, Habitat for Humanity Uganda**, on the national strategy for decent, affordable housing

#### 4.3 Production

- Capture high-quality still photos of the families, their homes and community environment
- Record clean, well-lit, well-soundproofed interview footage
- Produce a short, compelling video (3–5 minutes) highlighting project impact
- Draft two (2) short but powerful written impact stories

#### 5. Key Deliverables

1. A 3–5-minute impact video (HD or 4K, with subtitles and clean audio).
2. 15 high-resolution photographs showcasing beneficiaries, environments, and key moments.
3. Two (2) polished impact stories (300–500 words each).
4. Raw footage and original photos submitted on a secure drive
5. A brief report outlining approach and key observations

#### 6. Required Skills and Competencies

The selected media company must demonstrate:

- Proven experience in documenting community development projects.
- Ability to work sensitively with persons with disabilities and vulnerable groups in line with safeguarding best practices.
- Familiarity with branding and visibility guidelines.
- Strong storytelling and interviewing skills.
- Capacity to simplify and visually translate technical concepts.

- Reliable professional-grade equipment and a competent production team.
- Ability to work within tight timelines and challenging field environments.

## **7. Duration of the Assignment**

The assignment will take **four (4) working days**:

- **2 days** of fieldwork in Tubur Sub County.
- **2 days** for post-production, drafting stories, incorporating feedback, and final submission.

## **8. Reporting and Coordination**

The media company will report to the Program Officer, Habitat for Humanity Uganda, who will provide guidance, schedule interviews, and coordinate access to communities.

## **9. Ethical and Safeguarding Requirements**

The contractor must adhere to:

- HFHU Child Protection and Safeguarding Policy
- Informed consent procedures (written or recorded)
- Dignified and respectful portrayal of beneficiaries
- Data privacy and confidentiality standards  
No images or footage may be captured or shared without consent from Habitat Uganda and the participating families.

## **10. Budget**

Applicants should submit a detailed financial proposal covering:

- Professional fees
- Travel, meals, and accommodation
- Equipment and production costs

Where Habitat Uganda provides transport and fuel, HFHU's travel policies on passengers, routes, and travel times will apply.

## **11. Intellectual Property**

All materials produced under this assignment will be the exclusive property of Habitat for Humanity Uganda. The firm shall not reproduce, share, or use any content for any other purpose without written approval from HFHU, in line with national and international copyright laws.

## **12. Payment Terms**

Payment will follow the approved contract and will be made in agreed instalments. All payments are subject to statutory tax deductions.

## **13. Application Process**

Interested and qualified media companies should submit:

1. **Technical proposal**, including methodology, work plan, and past work samples
2. **Financial proposal**, clearly itemized
3. **Company profile** and key personnel CVs
4. **At least two (2) recent references or links to previous similar work**

Applications must be submitted by email to:

[procomm@hfhuganda.org\\_cc.noffice@hfhuganda](mailto:procomm@hfhuganda.org_cc.noffice@hfhuganda)

**Addressed to:**

The procurement Committee Chairperson,  
Habitat for Humanity Uganda Offices,  
Plot 1026 Lukadde Road, Kira Ward, P.O. Box 163027, Kampala, Uganda

**Submission Deadline:** 3rd December 2025